



## DEPARTMENT OF THE NAVY

CENTER FOR NAVAL AVIATION TECHNICAL TRAINING  
230 CHEVALIER FIELD SUITE C  
PENSACOLA, FLORIDA 32508-5168

Canc frp: May 04

CENNAVAVNTECHTRANOTE 1301  
6 Jan 04

### CENNAVAVNTECHTRA NOTICE 1301

Subj: ASSIGNMENT OF  
COLLATERAL DUTIES

Ref: (a) OPNAVINST 3120.32C

Encl: (1) Collateral Duty Listing  
(2) Boards, Committees and  
Councils  
(3) Sample assignment change  
request

1. Purpose. To publish primary  
and collateral duty assignments of  
personnel attached to  
CENNAVAVNTECHTRA Staff.

### 2. Action

a. Duties assigned in  
enclosures (1) and (2) are  
effective immediately unless  
otherwise indicated.  
Responsibilities attached to  
collateral duty assignments, and  
board/committee memberships are  
contained in the indicated  
references.

b. Collateral duties annotated  
with an asterisk (\*) require  
letters of designation. Copies of  
which shall be maintained by the  
Administrative Officer.  
Directorates and Directorate LCPOs  
must ensure that their subordinates  
who are assigned duties per  
enclosures (1) and (3) are familiar  
with all applicable directives and  
publications governing the assigned  
duties.

c. Directors submit changes in  
personnel assignments to this  
notice electronically (e-mail) to  
the Administrative Officer (N1) via  
the Command Master Chief, and  
Executive Director. Enclosure (3)  
is a sample format.

3. Cancellation Contingency. This  
notice remains in effect until  
superseded by the next issuance of  
CENNAVAVNTECHTRA 1301 (of the same  
subject).

//s//

R. C. MOCK

Distribution:  
CENNAVAVNTECHTRA STAFF

Copy to:  
NAVPERSDEVCOM Norfolk  
All NAMTRAGRU UNITS AND DETACHMENTS  
NATTC Pensacola

COLLATERAL DUTY LISTING		
Collateral Duty - Reference	Primary	Alternate
ANTI-TERRORIST/FORCE PROTECTION OFFICER - NASPNCLANIST 5500.1E	NATTC - MAC ANDERSON	
<u>ARMED FORCES DISCIPLINARY CONTROL BOARD</u> - NASPNCLANIST 5420.15	COMMAND MASTER CHIEF	LEGAL OFFICER
<u>CASUALTY ASSISTANCE CALLS OFFICER COORDINATOR</u> - BUPERSINST 1770.3 - MILPERSMAN CHAPTER 1770	ADMINISTRATIVE OFFICER	
CASUALTY ASSISTANCE CALLS OFFICERS - BUPERSINST 1770.3 - MILPERSMAN CHAPTER 1770	NAVY: PNCS (AW) MARTELLI ASC (AW) BOHLER MARINES: CAPT RALEIGH MGYSGT AGE	
<u>CIVILIAN EQUAL EMPLOYMENT OPPORTUNITY HRO LIAISON</u> - OPNAVINST 12720.1	MS. SIRNEY	
CIVILIAN STAFF TRAINING OFFICER -	(VACANT)	
<u>CIVILIAN WELFARE &amp; RECREATION ASSOCIATION REPRESENTATIVE</u> - NASPNCLINIST 12790.4	MR. MILLER	
* <u>CLASSIFIED MATERIAL CONTROL OFFICER</u> - SECNAVINST 5510.36	MS. WOLFE	MS. SINGLETON
COMBINED FEDERAL CAMPAIGN COORDINATOR - (SELECTED ANNUALLY)	MR. BAKER	ATCS (AW) DOYLE
* <u>COMMAND MANAGED EQUAL OPPORTUNITY OFFICER</u> - OPNAVINST 5354.1	ATCS (AW) ERWIN	
<u>COMMAND BLOOD DRIVE PRG COORDINATOR</u> - OPNAVINST 6530.2C	PAO	
<u>COMMAND CAREER COUNSELOR</u>	PNC (SW) COLEMAN	PNCS (AW) MARTELLI
* <u>COMMAND FITNESS LEADER</u> - OPNAVINST 6110.1F	ABCM (AW) RAPE	AEC (AW) MADIGAN SK1 (SW) MILSON
<u>COMMISSIONED OFFICERS MESS REPRESENTATIVE</u>	LT PARHAM	LTJG VARELA
COMMUNICATIONS OFFICER	MS. WOLFE	MS. WILLIAMSON

COLLATERAL DUTY LISTING		
Collateral Duty - Reference	Primary	Alternate
<u>COMMUNITY OUTREACH COORDINATOR</u>	NATTC -	
DISASTER PREPAREDNESS OFFICER - NASP OPLAN 3	NATTC - LTJG ORTMAN	AZ1 ELLIS
* <u>DRUG &amp; ALCOHOL PROGRAM ADMINISTRATOR</u> - OPNAVINST 5350.4B	ATC (AW) DELWARE	
* <u>EDUCATIONAL SERVICES OFFICER</u> - OPNAVINST 3120.32C	PNCS (AW) MARTELLI	
<u>ENERGY CONSERVATION OFFICER</u> - OPNAVINST 5090.1B - NASPNCLAINST 4100.2E	NATTC - LT BRADLEY	
<u>ENVIRONMENTAL OFFICER</u> - OPNAVINST 5090.1 (series)	NATTC - MR. SELBY	
ETHICS LIAISON OFFICER - DoDDIR 5500.7-R	LEGAL OFFICER	
<u>EXCEPTIONAL FAMILY MEMBER (EFM) COORD</u> - SECNAVINST 1754.5	ADMINISTRATIVE OFFICER	
<u>EXCHANGE AND COMMISSARY STORE ADVISORY BOARD REPRESENTATIVE</u>	COMMAND MASTER CHIEF	
<u>FACILITIES LIAISON / TELEPHONE COORDINATOR</u>	AZ1 ELLIS	
* <u>FAMILY ADVOCAY PROGRAM REPRESENTATIVE</u> - SECNAVINST 1752.3 - OPNAVINST 1752.2	COMMAND MASTER CHIEF	
<u>FAMILY SUBSISTENCE SUPPLEMENTAL ALLOWANCE COORDINATOR</u> - NAVADMIN 107/01 - NAVADMIN 320/01	ADMINISTRATIVE OFFICER	
<u>FAMILY SUBSISTENCE SUPPLEMENTAL ALLOWANCE CERTIFYING OFFICIAL</u> - NAVADMIN 107/01 - NAVADMIN 320/01	EXECUTIVE DIRECTOR	
<u>FINANCIAL SPECIALIST</u> - OPNAVINST 1740.5A	OFFICER: Maj TURPIN ENLISTED: AMCS (AW) LONG	
<u>FIRE INSPECTION REPRESENTATIVE</u> - NASPNCLAINST 11320.1G	NATTC - FCC PENROD	
FLEET HOMETOWN NEWS COORDINATOR - SECNAVINST 5724.3	PUBLIC AFFAIRS OFFICER	PH2 (AW) EBERT
<u>FORMS/PRINTING CONTROL OFFICER</u> - SECNAVINST 5213.10D	MS. WOLFE	MS. WILLIAMSON

COLLATERAL DUTY LISTING		
Collateral Duty - Reference	Primary	Alternate
FRAUD, WASTE AND ABUSE HOTLINE PRG COOR. - SECNAVINST 5430.92A	COMPTROLLER	
* <u>FREEDOM OF INFORMATION ACT COORDINATOR</u> - SECNAVINST 5720.42F	LEGAL OFFICER	
<u>GENERAL MILITARY TRAINING COORDINATOR</u> -	PNC (SW) COLEMAN	
* <u>GOVERNMENT PURCHASE CARD PROGRAM AGENCY PROGRAM COORDINATOR</u> - NAVSUPINST 4200.82B - NAVSUPINST 4200.85C - FEDERAL ACQUISITION REGULATION	MS. HOLT	MR. CAPPS
<u>GOVERNMENT PURCHASE CARD PROGRAM CERTIFYING OFFICER</u> * - NAVSUPINST 4200.82B - NAVSUPINST 4200.85C - FEDERAL ACQUISITION REGULATION	MS. HOLT	
<u>GOVERNMENT PURCHASE CARD PROGRAM APPROVING OFFICIAL</u> * - NAVSUPINST 4200.82B - NAVSUPINST 4200.85C - FEDERAL ACQUISITION REGULATION	MR. CAPPS	MS. HOLT
* <u>GOVERNMENT PURCHASE CARD PROGRAM CARDHOLDER</u> - NAVSUPINST 4200.82B - NAVSUPINST 4200.85C - FEDERAL ACQUISITION REGULATION	SK1 (SW) SIMMONS GySgt HILL SK1 (SW) MILSON	
* <u>GOVERNMENT TRAVEL CHARGE CARD AGENCY PROGRAM COORDINATOR</u> - DoDFMR Vol 9 Chapt 3	COMPTROLLER	MS. HOLT
* <u>HAZARDOUS MATERIAL/HAZARDOUS WASTE COORD</u> - OPNAVINST 5100.23D	NATTC - SAFETY LCPO	
<u>HOTLINE COORDINATOR</u>	COMMAND EVALUATOR	
<u>INCENTIVE AWARDS COORDINATOR/MILCAP ADMINISTRATOR</u> - OPNAVINST 1650.8	LT PARHAM	
<u>INDOCTRINATION COORDINATOR</u>	ADMINISTRATIVE OFFICER	
* <u>INFORMATION SYSTEM SECURITY MANAGER</u> - OPNAVINST 5239.1A	MR. KEPPLER	
<u>INTERNATIONAL MILITARY STUDENT MANAGEMENT OFFICER</u>	LCDR CASTRO	

COLLATERAL DUTY LISTING		
Collateral Duty - Reference	Primary	Alternate
<u>KEY &amp; LOCK CUSTODIAN</u>	SK1(AW) MILSON	
<u>LEGAL OFFICER</u> - OPNAVINST 3120.32	LCDR CASTRO	
<u>MARINE CORPS MILITARY TRAINING NCOIC</u>	GYSGT BARTON	SGT VARELA
<u>MASTER TRAINING SPECIALIST RECOGNITION PROGRAM</u> - CNETINST 5000.5B	ATCS(AW) BUTLER	
<u>MENU REVIEW BOARD REPRESENTATIVE</u>	NATTC - FCC PENROD	
<u>MISSION CAPABILITY ASSESSMENT COORDINATOR</u>	COMMAND EVALUATOR	
<u>NAVY-MARINE CORPS RELIEF FUND DRIVE DIRECTOR</u>	ANNOUNCED ANNUALLY	
<u>NAVY PERSONAL EXCELLENCE PARTNERSHIP</u> -		
<u>NETWORK SECURITY OFFICER</u> - OPNAVINST 5239.1 (series)	MR. KEPPLER	
* <u>OFFICIAL MAIL CONTROL OFFICER</u> - OPNAVINST 5218.7 (series)	MS. WOLFE	MS. WILLIAMSON
<u>PAIMDO COORDINATOR</u>	LCDR CASTRO	
<u>PASS LIAISON REPRESENTATIVE</u> - OPNAVINST 1000.23 (series)	PNCS(AW) MARTELLI	PNC(SW) COLEMAN
* <u>PHYSICAL SECURITY OFFICER</u> - OPNAVINST 5530.14(series)	NATTC - MAC ANDERSON	AZ1 ELLIS
* <u>POSTAL OFFICER</u> - OPNAVINST 3120.32(series)	ADMINISTRATIVE OFFICER	MS WOLFE
<u>PRIVACY ACT PROGRAM COORDINATOR</u> - SECNAVINST 5211.5(series)	LEGAL OFFICER	
<u>RECYCLING COORDINATOR</u>	NATTC - AMC MONN	
* <u>RECORDS MANAGER</u> - SECNAVINST 5210.8 (series)	MS. WOLFE (N11)	
* <u>RECREATION SERVICES OFFICER</u> -	GYSGT HILL	SK1(AW) MILSON
<u>SAFETY OFFICER</u> - OPNAVINST 5100.23(series)	GYSGT SOSA	
<u>SAVINGS BOND COORDINATOR</u> - SECNAVINST 5120.3(series)	AVCM(AW) BRIGGS	

COLLATERAL DUTY LISTING		
Collateral Duty - Reference	Primary	Alternate
* <u>SECRET MATERIAL CONTROL CUSTODIAN</u> - SECNAVINST 5510.36	MS. WOLFE	
<u>SECURITY CLEARANCE CERTIFYING OFFICERS</u> - SECNAVINST 5510.30A	ADMINISTRATIVE OFFICER	MS. WOLFE
<u>SENIOR WATCH OFFICER</u> - (INSTRUCTION PENDING)	LT PARHAM	CAPT RALEIGH
<u>SEXUAL ASSAULT/VICTIM INTERVENTION</u> - OPNAVINST 1752.1A	ASC (AW) BOHLER	GySgt HILL
SPONSOR PROGRAM COORDINATOR -	ADMINISTRATIVE OFFICER	
<u>SUICIDE PREVENTION OFFICER</u>	NATTC CHAPLAIN - LCDR GARVEY	
<u>TRANSITION ASSISTANCE MANAGEMENT PROGRAM COORDINATOR</u> - OPNAVINST 1900.2	PNC (SW) COLEMAN	NATTC - NCCS HAYNIE
<u>TRANSPORTATION OFFICER</u>	AZ1 ELLIS	NATTC 1 <sup>ST</sup> LT
<u>U.S. CITIZENSHIP NATURALIZATION COORDINATOR</u> - CNO WASHINGTON DC 101423Z MAR 00 (NAVADMIN 049/00) - CNO WASHINGTON DC 221207Z MAY 01 (NAVADMIN 123/01)	LEGAL OFFICER	
* <u>URINALYSIS COORDINATOR</u> - OPNAVINST 5350.4C	PNC (SW) COLEMAN	
<u>VICTIM &amp; WITNESS ASSISTANCE PROGRAM COORDINATOR</u> - SECNAVINST 5800.11A	GySgt HILL	ASC (AW) BOHLER
VOTING ASSISTANCE OFFICER -	ATCS WOODARD	

BOARDS, COMMITTEES AND COUNCILS LISTING	
Boards, Committees & Councils - Reference(s)	Members
<u>AWARDS BOARD (MILITARY - ENLISTED)</u> - SECNAVINST 1650.1	EXECUTIVE DIRECTOR (CHAIRMAN) ADMIN OFFICER (ADMINISTRATOR) CDR WILEY (MEMBER) Maj TURPIN (MEMBER) COMMAND MASTER CHIEF (MEMBER) MgySgt AGEE (MEMBER)
<u>AWARDS BOARD (MILITARY - OFFICER)</u> - SECNAVINST 1650.1	EXECUTIVE DIRECTOR (CHAIRMAN) ADMIN OFFICER (ADMINISTRATOR) CAPT MCNELLIS (MEMBER - USN) LTCOL MOLITOR (MEMBER - USMC)
<u>CIVILIAN EMPLOYEE AWARDS SELECTION BOARD</u> - CENNAVAVNTECHTRA CIVPERSMAN (PENDING)	EXECUTIVE DIRECTOR (CHAIRMAN) CIV PERSONNEL MGMT OFFICER (RECORDER) DIRECTORATE HEADS (MEMBERS)
<u>COMMAND ASSESSMENT TEAM</u> (* DESIGNATION LTRS REQUIRED) - OPNAVINST 5354.1C	EXECUTIVE DIRECTOR (CHAIRMAN) MEMBERS: COMMAND MASTER CHIEF 1 FROM EACH DIRECTORATE
<u>COMMAND TRAINING TEAM</u> (* DESIGNATION LTRS REQUIRED) - OPNAVINST 5354.1C	COMMAND MASTER CHIEF (COORDINATOR) MEMBERS:
<u>COMMERCIAL ACTIVITY (A-76) TEAM</u> - OPNAVINST 4860.7B	CA PROJECT MGR. MR. CAPPS MR. DIGMON
<u>INSTRUCTOR OF THE YEAR SELECTION COMMITTEE</u> -	COMMAND MASTER CHIEF (CHAIRMAN) DESIGNATED ANNUALLY BY CMC
<u>MORALE, WELFARE &amp; RECREATION COUNCIL</u> -	EXECUTIVE DIRECTOR COMMAND MASTER CHIEF
<u>MORALE, WELFARE &amp; RECREATION COMMITTEE</u> - CENNAVAVNTECHTRAINST PENDING	SK1 (AW) MILSON (CHAIRMAN) GYSGT HILL (CO-CHAIRMAN) MGYSGT FOLMAR ACCS (AW) GARLAND AOC (AW) BUTLER PH2 EBERT CPL POLO
<u>PHYSICAL SECURITY REVIEW AND ASSESSMENT TEAM</u> - OPNAVINST 5530.14 (series)	PHYSICAL SECURITY OFFICER (CHAIRMAN) ISSM OFFICER FIRST LIEUTENANT LEGAL OFFICER DIRECTORATE HEADS
<u>CAREER DEVELOPMENT BOARD</u> - OPNAVINST 5354.1 (series)	COMMAND MASTER CHIEF (CHAIRMAN) DIRECTORATE LCPOs SUPPLEMENTAL MEMBERS (AS ASSIGNED)

BOARDS, COMMITTEES AND COUNCILS LISTING	
Boards, Committees & Councils - Reference(s)	Members
<u>QUALITY LEADERSHIP EXECUTIVE STEERING GROUP</u> -	COMMANDING OFFICER (CHAIRMAN) MEMBERS: EXECUTIVE DIRECTOR COMMAND MASTER CHIEF DIRECTORATE HEADS COMMAND EVALUATOR
<u>SAILOR OF THE YEAR BOARD</u> - OPNAVINST 1700.10 (series)	COMMAND MASTER CHIEF (CHAIRMAN) MEMBERS: AS ASSIGNED ANNUALLY BY CMC

1301  
MEMO  
13 Jun 03

MEMORANDUM

From: <Directorate>  
To: Administrative Officer  
Via: (1) Command Master Chief  
(2) Executive Director

Subj: PERSONNEL ASSIGNMENT CHANGE TO COMMAND'S COLLATERAL  
DUTIES LIST

Ref: (a) CENNAVAVNTECHTRANOTE 1301

1. Request the following personnel change(s) to the next  
revision of reference (a).

Collateral Duty/Board Membership

Sponsor Program Coordinator

Currently Assigned: PNC(SW) Coleman

Newly Assigned: ATC(AW) Wings

J. P. SAILOR